

# Attachment 1 -- PILOT RECORDS CHECKLIST (Complete one for each pilot.)

[Ref. CAPR 60-1, para 2-8, eff. 1 Mar 2003]

Pilot Name: \_\_\_\_\_  
Unit: \_\_\_\_\_

Date: \_\_\_\_\_

PILOT RECORDS CHECKLIST	Yes	No	N/A	Expires
1. Does the unit maintain a separate file or record on this active pilot?				
a. Is this pilot's record separated from non-current pilot records?				
b. Is there a section cover page outlining what belongs there?				
2. Does the pilot records file contain the documents <b>required</b> by CAPR 60-1, para. 2-8?:				
a. Copy of the FAA pilot certificate <sup>a</sup>				
b. Copy of current FAA CFI certificate if appropriate <sup>a</sup>				
c. Copy of the current FAA medical certificate <sup>a</sup>				
d. * Documentation of currency IAW FAR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed Flight Review may be used to fulfill this requirement.				
e. * Copies of the most recent CAPFs 5 establishing aircraft qualification in each type in which qualified. <sup>b</sup>				
f. * A current copy of each completed aircraft questionnaire:				
C-172				
C-182				
Other:				
"				
"				
"				
g. * Proof of annual CAPF 5 written examination completion (certificate only)				
h. * Copy of most current CAPF 91, <i>CAP Mission Pilot Checkout</i> (if appropriate)				
i. Signed Statement of Understanding (CAPR 60-1, attachment 1). (The Statement of Understanding does not need to be accomplished on an annual basis.)				
j. * Copy of current designation as a: (if applicable)				
(1) Cadet Orientation Pilot				
(2) ROTC Cadet Orientation Pilot				
(3) Check Pilot				
(4) Instructor Pilot				
(5) Mission Check Pilot				
(6) Flight Release Officer				
k. Copy of letter or certificate indicating successful completion of the <i>National Check Pilot Standardization Course</i>				
3. <b>Optional Items</b> [but highly recommended]: Copies of: <sup>c</sup>				
a. MS WG CAP Pilot Information Certification				
b. CAP 101 card				
c. CAP Membership card				
d. CAP Communications certificate (CAPF 76, if held)				
e. Emergency Notification Data (CAPF 60)				
f. FAA Wings Certificate(s)(if any)				
g. Documentation of mandatory attendance at current annual <b>flight safety down day</b>				
h. This checklist, duly completed and current (on top)				
<b>Inspector's Comments:</b>				

GRADE (check one): ☐ OUTSTANDING ☐ EXCELLENT ☐ SATISFACTORY  
☐ MARGINAL ☐ UNSATISFACTORY

Records Inspected By: \_\_\_\_\_ Initials: \_\_\_\_\_  
(print name and grade)

Notes:

<sup>a</sup> For items 2a-c above, copies obtained from the FAA airman registry web site are acceptable as well as those provided by the pilot.

<sup>b</sup> Note: Wing or region DOV will retain failed CAPFs 5 and CAPFs 91 for 5 years for trend analysis purposes.

<sup>c</sup> These optional items are not required by regulation, but inclusion may mean the difference between SAT and higher evaluations.

\* Note: Items marked with an asterisk (\*) above do not need to be maintained in pilot records once ALL of a wing's pilot records have been entered and properly validated in the Flight Management System (FMS).

Revision Note: Revised by IG/MSWG 5 Mar 2003 to conform to CAPR 60-1, as amended effective 1 Mar 2003.

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